



Dear Volunteer,

Thank you for your interest in working with Houston Habitat for Humanity, a non-profit organization that brings together corporate, civic and religious sponsors, and partners them with deserving families to create affordable housing opportunities. Volunteer service and the support of sponsor groups helps to fulfill our mission to eliminate substandard housing in Houston.

Sponsorship

We partner sponsors who commit up to \$65,000 (6-day build) with qualified families who invest a minimum of 300 hours of their own work (sweat equity) to help build their home as well as their neighbors' homes. These families earn the right to purchase the homes from Houston Habitat through interest-free mortgages. Houston Habitat earns no profit from these sales. One of the primary benefits to sponsors is the opportunity to invite volunteers for project building. Most often, sponsors use these events as team building activities. On occasion, a sponsor will ask that volunteers from the community step in to help complete the home they have underwritten. There is no minimum build commitment for sponsors.

Non-sponsor individual or group volunteers

To ensure a safe build, up to but no more than 25 volunteers per day per site are permitted. Volunteer opportunities are on an as-needed basis, and we strive to schedule 2 weeks in advance for groups and 1 week to 24 hours in advance for individuals. All volunteers are asked to bring "Personal Tools" to the job site. A list of approved tools is included in the "Basic Construction Site" section of this information packet. If the volunteer already owns these items they do not need to purchase them. However, at a minimum, each volunteer is asked to bring a 16 oz hammer, gloves and eye protection.

Houston Habitat is not a United Way agency, and receives support from corporate, civic, and religious partners. Our annual home production ranks the Houston affiliate at the top of the more than 1,600 Habitat affiliates. We know how to build, and can assure sponsoring partners and community volunteers they will have a great time while benefiting deserving families and changing lives.

What can a volunteer expect on the build site?

Houston Habitat enlists volunteers and family partners to construct the exterior "shell" of a house. All interior or detailed tasks are performed by sub-contractors or more experienced volunteer groups. This process allows us to build more homes and serve more families. A volunteer or family member can expect a site build to proceed as follows:

- Day 1: Install mudsill anchors to bottom plate; raise exterior walls, interior walls and ramset walls; install hurricane straps; begin frame bracing
- Day 2: Finish frame bracing; plumb and string line walls; install sheathing; cut out windows & doors; begin hurricane clip installation
- Day 3: Complete hurricane clip installation; begin installing blue board; install windows and doors; raise roof trusses
- Day 4: Begin kitchen, bath and closet blocking; continue truss installation; complete blue board installation.
- Day 5 & 6: Install deadwood on walls; install attic doorframe; install truss bracing; fascia, soffit and porch beam trim; complete any unfinished work

After the home has been finished out by the sub-contractors we welcome sponsors to return to the home site to landscape the yard and hold a dedication ceremony with the partner family.

Youth Volunteer Policy

We welcome all volunteers at Houston Habitat for Humanity. There are many opportunities for school, civic or church youth groups to perform community service. Opportunities include wall and rafter building at the main office warehouse, and construction site activities. Youth present special concerns for safety on a construction site.

Therefore, our corporate insurance provider places limits on persons under the age of 18 on an active construction site and at our main warehouse. The following is an outline of Houston Habitat's Youth Policy that will keep our young people safe and happy during their volunteer experience. Please note that every person under 18 must sign a **Minor Release and Waiver**.

Wall Builds

- Youth organizations sometimes volunteer to assemble walls and rafters at the Houston Habitat main warehouse. **Students 14 and up** may participate in activities including hammering together wall and rafter sections under the supervision of their organization sponsor and a Houston Habitat staff person. Students are not allowed to cut wood or handle a nail gun.

Construction Build Sites

- Youth must be 16 or older to be on a worksite while construction or other activities are in progress. **There are no exceptions to this rule.** Construction site activities include assembling wall frames, sheathing, installing windows, attaching vinyl siding, and general clean up of the construction site.
- Youth under the age of 18 are not permitted to handle power tools. **There are no exceptions to this rule.**

We hope all of our youth volunteers have an enjoyable and safe experience.

BASIC CONSTRUCTION SITE INFORMATION

- **Site:** Please arrive by 7:30 a.m. There will be Houston Habitat representatives on location to greet you. Due to the remote location of some sites and the fact that we may be transporting heavy equipment and materials, the roads and construction area may be blocked. Early arrival is very important, and a good helping of patience goes a long way.
- **Times:** Our workdays start at 7:30 a.m. and end at 2:30 p.m. We ask volunteers to work the whole day. We plan the build schedule around 25 volunteers working 7 hours, with appropriate breaks and lunch.
- Due to the excessive heat and high temperatures in the summer months from **June 1st until August 31st** our summer hours will be as followed: **6:30 a.m. and conclude at 12 p.m. with no lunch break.**
- **All youth must be 16 years or older to be on an active construction site**
- **Weather:** Always check the Worksite & Weather Information Line at 713-671-9993 Opt.4. This phone message is updated the morning of each build day by 6:00 a.m., and includes driving directions and pertinent weather advisories.
- **Parking:** **All work sites have designated parking areas. Confirm this location with your team leader or Volunteer Manager. There will be signs directing you to the location. Please be respectful of area neighbors and not park on the street or in driveways. We do encourage car-pooling, and van sharing for large groups at locations where parking is limited.**
- Remember to lock your vehicles at all times.
- **Check-in:** All volunteers must sign in at the construction site and provide a signed waiver of liability.

- Restrooms: There are Port-O-Cans located on or near the construction site.
- Tools: Bring the items on the Personal Tool List. Make sure your tools are clearly marked and in good working order. Power equipment (saws, drills, etc.) is disbursed on an as-needed basis, and can only be checked out by authorized individuals.
- Materials: Our construction supervisors survey the jobsite and determine the probable building materials you will need for your day's work. Materials used on the jobsite are often deployed from remote locations and for security reasons are often dispatched for delivery the day you are working. There might be occasions of downtime while you wait for the delivery.
- Refreshments: Drinking water will always be readily available. Please bring a "Squeegee" bottle or other container if you like. There is a lunch break each day. Individuals should pack their own lunch. If you are with a group, check with your team leader to see if lunch is being catered. Houston Habitat typically does not provide meals to volunteers.
- Day's End: It is imperative that at the end of the day, everyone helps to wrap-up the job site. Houston Habitat tools must be returned to the tool box, and nails returned to the matching bin size. Secure your personal tools as well. All construction debris and garbage must be collected, placed in trash bags, and stacked at the front of the house by the curb.
- Patience: This is perhaps the most difficult virtue to master. The Houston Habitat building process involves coordinating a lot of people with differing skill levels and varying expectations, coupled with immense logistic hurdles. Try to be understanding and patience. Remember the mission is to help others to have a better life through good works!

The items below can be purchased through Lowe's see paragraph after tools. If you are uninterested in purchasing your own tools we strongly suggest you bring your own gloves, ear protection, and safety we DO NOT have a surplus of these items. We do however provide all other hand tools at a limited supply.

APPROVED PERSONAL TOOL LIST

REQUIRED

- 16 oz. Hammer
- Gloves
- Safety Glasses
- Closed-toe shoes

RECOMMENDED

- Hard Hat
- Ear Protection
- Work Boots

OPTIONAL

- (2) Carpenter Pencils
- 25 Foot Tape Measure
- Utility Knife
- Nail Apron
- Speed Square
- Tin Snips

These items in the Personal Tool List are available in a package from Lowe's Home Improvement Center, Meyerland. Please contact Cliff Foster in Commercial Sales at 713-661-6119 in advance. Your tool package will be ready for you at the Commercial Sales Desk. Lowe's will provide free nail apron, carpenter pencil, hat and koozie. Additionally, a tool box for carrying these items is also available. Please note that if you currently own these items or if you can borrow them, you do not need to purchase the package.

Should you desire to bring personal items other than what is on this list, please clear those items with your team leader or Volunteer Manager in advance.

CONSTRUCTION SAFETY TIPS

Safety is an attitude. The way to be safe is to think and act safely. Safety at our construction site is important for all of us. We hope this information will insure that you will be safe and have fun as you volunteer for Houston Habitat for Humanity. Safety awareness is important and this information sheet is not a comprehensive safety course. Rather, we designed this program to heighten your awareness of the need to be careful on the job site.

- **ATTIRE:** Dress with safety in mind. Clothes should fit comfortably, but should not be baggy (long sleeves should be buttoned). Clothing with obscene or controversial messages should be left at home. No overly tight or sexually suggestive clothing including revealing clothing should be worn on the build site; this includes shorts that must be mid-length. Steel toe work boots are preferred but sneakers with solid soles are okay (no sandals). Please leave jewelry (necklaces, bracelets, ring, etc.) at home. Purses and wallets should be locked in trunk of vehicle (out of sight, out of mind). Hard-hats are required when overhead work is being done, and recommended for all other work site activities. Eye protection is required when operating power tools, or using a hammer. Volunteers may purchase a Lowe's Volunteer Personal Tools Package from the Meyerland location. The cost is around \$30.00 per person, unless you bring these items from home.
- **ENVIRONMENT:** Before working in any area please survey the space around you. Look around your feet and overhead for obstacles, and organize the workspace within your reach. Be especially careful when carrying long objects so that you do not hit other people. Watch for excavations, openings, edges of slabs, and slippery conditions.
- **EQUIPMENT:** Know the correct procedures before operating a power tool. This will insure your safety. Before operating inspect the cords, outlets, and blade. If the blade (or bit) needs to be replaced, disconnect it from the power source. Support the stock properly and never reach under material while it's being cut. Wear eye and ear protection at all times.
- **KEEP IT CLEAN:** A clean job site is essential to work site safety. Please keep trash in the dumpster and scrap lumber where it belongs. If nails are protruding from scrap lumber hammer them down or extract them. Keep track of your tools. If you see something -- pick it up.
- **LADDERS:** Exercise caution when using ladders. Do not use the top two steps. Use a partner to steady the ladder. There can be only one person on a ladder at one time. Watch for temporary overhead power lines. When working on the roof move slowly and carefully. Use a toe board when necessary. Be careful with tools and other objects so they don't fall off the roof. Falling objects may cause injuries on the work site.
- **LIFTING:** When lifting - stand close to the load, bend knees, grasp firmly, and then lift by straightening your legs. Do not use your back as the major lift point. Keep your body vertical. Get help with heavy or long loads. While carrying materials, be mindful of the path you are walking
- **FIRST AID:** Houston Habitat superintendents have fire extinguishers and First Aid kits located on the site. To prevent fires dispose of scrap lumber, debris, paint, and oily rags regularly. If there is a fire or medical emergency, notify the Construction Superintendent immediately, and call 911.

IF YOU ARE UNSURE ABOUT SOMETHING – ASK!!!

We appreciate you for taking time to review the Houston Habitat for Humanity Volunteer Information Kit. Our goal is to provide an enjoyable experience for all who offer their time and effort to a good cause.

Please remember to print out the following Waiver & Release form prior to arriving at the work site, and thank you for supporting Houston Habitat for Humanity!

Corry Bell
Volunteer Coordinator
(832) 256-7158
cbell@houstonhabitat.org

Project Name _____ Project Address _____



Welcome to our build site!

ADULT

Thanks for being here! Please fill out this form, sign the waiver on the back, and return before beginning your day.

Last Name: _____ First Name: _____

Company or Group Affiliation: _____ Build Date: _____

Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Please fill out this form and sign. In signing, you are acknowledging you have read the waiver on the reverse side and agree to all terms and conditions.

Signature: _____ Date: ____/____/____

____ Please check here if you would like to opt out of periodic emails from Houston Habitat for Humanity. You will also have the opportunity to unsubscribe at anytime. Contact information is never given out or sold.

Time In: _____ Time Out: _____ # of Hours: _____

Please rate your day on a scale of 1-5 with 1 being lowest, and 5 being highest (please circle): 1 2 3 4 5

Release and Waiver of Liability for Adults

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (the "Release") executed by the undersigned (the "Volunteer") on the date below in favor of Habitat for Humanity International, Inc., a nonprofit corporation, and Houston Habitat for Humanity, Inc., a Texas nonprofit corporation, their directors, officers, employees, and agents (collectively, "Habitat").

The Volunteer desires to work as a volunteer for Habitat and engage in the activities related to being a volunteer (the "Activities"). The volunteer understands that the activities may include constructing and rehabilitating residential buildings, operating tools and equipment, working in the Habitat warehouse & offices, traveling and living in housing provided for volunteers of Habitat. The Volunteer hereby freely, voluntarily, and without duress executes this Release under the following terms:

Release and Waiver: Volunteer does hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims, and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer's Activities with Habitat. Volunteer understands that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to any bodily injury, personal injury, illness, death, or property damage that may result from Volunteer's Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer understands that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance including but not limited to medical, health or disability insurance in the event of injury or illness.

Medical Treatment: Volunteer does hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer's Activities with Habitat.

Assumption of the Risk: The Volunteer understands that the Activities included work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, operation of equipment and tools, transportation to and from the worksites, and performing errands. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, death, or property damage resulting from the Activities.

Insurance: The Volunteer understands that, except as otherwise agreed to by Habitat in writing; Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. **Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

Photographic Release: Volunteer does hereby grant and convey unto Habitat all right, title, and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer's Activities with Habitat, including, but not limited to, any royalties, proceeds, or other benefits derived from such photographs or recordings.

Other: Volunteer expressly agrees that this Release is intended to be as broad and inclusive as permitted by the laws of the State of Texas, and that this Release shall be governed by and interpreted in accordance with the laws of the State of Texas. Volunteer agrees that in the event that any clause or provision of this Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this Release which shall continue to be enforceable. **NOTE: By signing this form, I state that I am not a registered sex offender. Further, a volunteer may be asked to agree to a background check at any time.**

Project Name _____ Project Address _____



Welcome to our build site!

MINOR

Thamns joi veing here! Please fill out this form, sign the waiver on the back, and return before beginning your day.

Last Name: _____ First Name: _____

Company or Group Affiliation: _____ Build Date: _____

Email: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Please fill out this form and sign. In signing, you are acknowledging you have read the waiver on the reverse side and agree to all terms and conditions.

It is the policy of Houston Habitat that children under the age of 16 are NOT allowed on the Habitat work site while there is construction in progress. It is further the policy of Houston Habitat that, while children between the ages of 16 and 18 may be allowed to participate in construction work, ultra hazardous activity such as using power tools, excavation, demolition or working on rooftops is not permitted by anyone under the age of 18. Minors ages 14-16 may participate in activities at the Habitat warehouse, but will not be allowed to operate power tools or nail guns.

Signature of Parent or Guardian: _____ Date: ____/____/____

____ Please check here if you would like to opt out of periodic emails from Houston Habitat for Humanity. You will also have the opportunity to unsubscribe at anytime. Contact information is never given out or sold.

Time In: _____ Time Out: _____ # of Hours: _____

Please rate your day on a scale of 1-5 with 1 being lowest, and 5 being highest (please circle): 1 2 3 4 5

Release and Waiver of Liability for Minors

PLEASE READ CAREFULLY! THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!

This Release and Waiver of Liability (“the “Release”) executed by the undersigned on the date below by a minor child (“the Volunteer”), and the parent having legal custody and/or the legal guardian of the volunteer (“the “Guardian”), in favor of Habitat for Humanity International, Inc. a nonprofit corporation, Houston Habitat for Humanity, Inc. a Texas nonprofit corporation, Directors, Officers, Employees, and Agents (collectively, “Habitat”) for the Activities defined below in the year 2011. The Volunteer and Guardian desire that the Volunteer work as a volunteer for Habitat engaged in the activities related to being a volunteer (the Activities”). The Volunteer understands that the Activities may include constructing and rehabilitating residential building, using hand tools, working the Habitat warehouse, offices & Building Supply Outlet. The Volunteer and Guardian do hereby freely, voluntarily, and without duress execute this Release under the following terms:

Release and Waiver. Volunteer and Guardian do hereby release and forever discharge and hold harmless Habitat and its successors and assigns from any and all liability, claims and demands of whatever kind or nature, either in law or in equity, which arise or may hereafter arise from Volunteer’s Activities with Habitat. Volunteer and Guardian understand that this Release discharges Habitat from any liability or claim that the Volunteer may have against Habitat with respect to bodily injury, personal injury, illness, death or property damage that may result from Volunteer’s Activities with Habitat, whether caused by the negligence of Habitat or its officers, directors, employees, or agents or otherwise. Volunteer and Guardian also understand that Habitat does not assume any responsibility for or obligation to provide financial assistance or other assistance, including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment. Volunteer and Guardian do hereby release and forever discharge Habitat from any claim whatsoever which arises or may hereafter arise on account of any first aid, treatment, or service rendered in connection with the Volunteer’s Activities with Habitat.

Assumption of the Risk. The Volunteer and Guardian understand that the Activities include work that may be hazardous to the Volunteer, including, but not limited to, construction, loading and unloading, operation of equipment and tools, transportation to and from the work sites, and performing errands. Volunteer hereby expressly and specifically assumes the risk of injury or harm in the Activities and releases Habitat from all liability for injury, illness, and death or property damage resulting from the Activities.

Insurance. The Volunteer and Guardian understand that, except as otherwise agreed to by Habitat in writing; Habitat does not carry or maintain health, medical, or disability insurance coverage for any Volunteer. **Each Volunteer is expected and encouraged to obtain his or her own medical or health insurance coverage.**

Photographic Release. Volunteer and Guardian do hereby grant and convey unto Habitat all right, title and interest in any and all photographic images and video or audio recordings made by Habitat during the Volunteer’s Activities with Habitat, including but not limited to any royalties, proceeds, or other benefits derived from such photographs or recordings.

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